

REPORT IDENTIFICATION

Report Title: **Course/Program Participation Report**

Menu Path: **Human Resources >> SAP Learning Solution >>Information System
>>Reports >> Participation**

LEO Menu Path **Training Administration >> Learners >> General
Training Coordinator >> Participation**

Transaction Code: **ZP218**

REPORT UTILIZATION

Primary Use:

This report can be run for the course program statuses on employees within your agency. The User can run for:

- all Incomplete Programs for the requested Course Program(s) or Course Group(s).
- all Completed Programs for the requested Course Program(s) or Course Group(s). The Completed Programs output will show when the Course Program was completed and followed-up or when the Qualification for the Course Program was awarded.
- All –Incomplete and Complete – incomplete and completed course programs including the past due subscriptions.
- all Cancellations for the requested Course Program(s) or Course Group(s). The Cancellation output will show the cancellation reason for the employee.
- Past Due/Due within 90 days. This output will show programs with a past due date or programs with a due date in the next 90 days.

Note: Clicking on Personnel number from any output line will provide Employee/Program specific detail. [Click to review the ZP234 Course Program Subscription Overview](#) descriptor to better understand this detail.

REPORT SELECTION CRITERIA AND OUTPUT

Date Parameter:

Date Range (required field)

Selection criteria:

Personnel Area
Organizational Unit
Time Administrator
Personnel Number
External Person
Course Group
Course Program
Employment Status

Org Structure Search

Report Options: (Choose one)

Incomplete Programs
 Completed Programs
 All-Incomplete and Complete
 Cancellations
 Past Due/Due within 90 Days

Program: Incomplete Programs Report Output:

Personnel Area	Job Title
Org Unit Text	Supervisory Training Group
Person Number (Double click for details)	Course Program Text
Last Name	Due Date
First Name	

Hidden Fields (for Incomplete Programs Report Output):

Organization Unit	Course Group Number
Work Parish Text	Course Group
Employment status	Course Program Number
Company Code	Imparted Qualification Number
Personnel Area Text	Imparted Qualification
Employee Group	Cancel Date
Employee Group Text	Cancellation reason number
Employee Subgroup	Cancellation reason text
Employee Subgroup Text	Changed on
Personnel Subarea	User Name
Personnel Subarea Text	Work Parish
Personnel Administrator	Start date
Time Administrator	Program Completion Date
Position	Supervisor Personnel Number
Job Key	Supervisor Name
Cost Center	Employee Email
Cost Center text	Employee Work Phone
Count	

Drill down from Person Number: Course Program Subscription Overview:

Course Program	Delivery Method
Person Number (double click to Training Transcript)	Course Type Text
Last name	Prerequisites Met
First name	Participation Status
Program Due Date	Status Date
Required Block	Alt Course Exists (double click to alt course names)
Course Program Block Name	Work Parish Text

This drill down report will help you determine if your employee has completed all necessary courses in the subscribed course program. Each course and status within the program is shown. For more information, please see the Report Descriptor for [ZP234 Course Program Subscription Overview](#).

Hidden Fields (for Course Program Subscription Overview)

Personnel area	Course Group number
Job Title	Course Group Text
Course Program number	Organizational unit Number
Course Type number	Short Text of Organizational unit
Personnel Area Text	Learner Type
Job Key	Supervisory Trn Group
Subscription Start	Position Number
Delivery Method Number	Work Parish Number
Participation Status Number	Course Block Number

Program: Completed Programs Report Output:

Personnel Area	Job Title
Org Unit Text	Supervisory Group
Person Number	Course Program Text
Last Name	Due Date
First Name	Program Completion Date

Hidden Fields (for Completed Courses Report Output):

Organization Unit	Count
Work Parish Text	Course Group Number
Employment status	Course Group
Company Code	Course Program Number
Personnel Area Text	Imparted Qualification Number
Employee Group	Imparted Qualification
Employee Group Text	Cancel Date
Employee Subgroup	Cancellation reason number
Employee Subgroup Text	Cancellation reason text
Personnel Subarea	Changed on
Personnel Subarea Text	User Name
Personnel Administrator	Work Parish
Time Administrator	Start date
Position	Supervisor Personnel Number
Job Key	Supervisor Name
Cost Center	Employee Email
Cost Center text	Employee Work Phone

Program: All- Incomplete and Complete Report Output:

Personnel Area	Supervisory Group
Org Unit Text	Course Program Text
Person Number (Double click for details)	Due Date
Last Name	Program Completion Date
First Name	
Job Title	

Hidden Fields (for All Incomplete and Complete Report Output):

Organization Unit	Course Group Number
Work Parish Text	Course Group
Employment status	Course Program Number

Company Code
 Personnel Area Text
 Employee Group
 Employee Group Text
 Employee Subgroup
 Employee Subgroup Text
 Personnel Subarea
 Personnel Subarea Text
 Personnel Administrator
 Time Administrator
 Position
 Job Key
 Cost Center
 Cost Center text

Count
 Imparted Qualification Number
 Imparted Qualification
 Cancel Date
 Cancellation reason number
 Cancellation reason text
 Changed on
 User Name
 Work Parish
 Start date
 Supervisor Personnel Number
 Supervisor Name
 Employee Email
 Employee Work Phone

Program: Cancellation Report Output:

Personnel Area
 Org Unit Text
 Person Number
 Last Name
 First Name

Job Title
 Supervisory Group
 Course Program Text
 Cancellation Date
 Reason for Cancellation of Program

Hidden Fields (for Cancellation Report Output):

Organization Unit
 Work Parish Text
 Employment status
 Company Code
 Personnel Area Text
 Employee Group
 Employee Group Text
 Employee Subgroup
 Employee Subgroup Text
 Personnel Subarea
 Personnel Subarea Text
 Personnel Administrator
 Time Administrator
 Position
 Job Key
 Cost Center
 Cost Center text

Count
 Course Group Number
 Course Group
 Course Program Number
 Imparted Qualification Number
 Imparted Qualification
 Cancellation reason number
 Changed on
 User Name
 Work Parish
 Start date
 End Date
 Program Completion Date
 Supervisor Personnel Number
 Supervisor Name
 Employee Email
 Employee Work Phone

Program: Past Due/Due within 90 Days Report Output:

Personnel Area
 Org Unit Text
 Person Number (Double click for details)
 Last Name
 First Name

Job Title
 Supervisory Training Group
 Course Program Text
 Due Date

Hidden Fields (for Booking Report Output):

Organization Unit	Course Group Number
Work Parish Text	Course Group
Employment status	Course Program Number
Company Code	Imparted Qualification Number
Personnel Area Text	Imparted Qualification
Employee Group	Cancel Date
Employee Group Text	Cancellation reason number
Employee Subgroup	Cancellation reason text
Employee Subgroup Text	Changed on
Personnel Subarea	User Name
Personnel Subarea Text	Work Parish
Personnel Administrator	Start date
Time Administrator	Program Completion Date
Position	Supervisor Personnel Number
Job Key	Supervisor Name
Cost Center	Employee Email
Cost Center text	Employee Work Phone
Count	

SELECTION CRITERIA HINTS

Suggested Date Ranges:

Incomplete Programs: Start Date **must** = Current Date. If you wish to output all subscriptions that exist, be sure to set your End Date to infinity (12/31/9999). Employees that output either 1) have not completed the course program, or 2) have completed the required courses but not received credit for the course program because they failed to click the 'Get Credit for Course Program' link on the Program screen in LEO. Training Coordinators can click on the employee's personnel number to drill into the details of what courses the employee has/has not taken for each program in which they are subscribed.

Completed Programs: Start Date should be a retro date and End Date should be current date. Completion information is based on attaining a qualification for the program. Program completion history is available on the Training Transcript through the LSO Learner Portal or the agency Training Coordinator. Employees that appear under this option have received credit for completing the course program. There will be no detail history for programs with awarded Qualifications.

All-Incomplete and Complete: Start Date should be a retro date and End Date should be infinity (12/31/9999).

Cancellations: Start Date should be a retro date and End Date should be current date. Cancellation information is available as far back as 11/2011.

Subs – Past Due/Within 90 days: Start date and end date will default once you hit enter or validate. All course programs that have a past due date or course programs that will end in the next 90 days will output. Employees that output either 1) have not completed the course program, or 2) have completed the required courses but have not received credit for the course program because they failed to click the 'Get Credit for Course Program' link on the Program screen in LEO. Training Coordinators can click on the employee's personnel number to drill into the details of what courses the employee has/has not taken for each program in which they are subscribed.

NOTES AND TERMINOLOGY

This section contains helpful information including processing notes, critical definitions, and additional references to other reports and system tools.

Notes: These are the Participation Statuses and the meanings:

- Web Course
 - completed – **Completed**
 - booked but not completed – **Booked**
 - not been booked yet – **To Be Booked**
- Classroom Training
 - completed – **Completed**
 - booked but not completed – **Booked**
 - not booked yet and class dates are not scheduled – **No Dates Available**
 - not booked yet and class dates are scheduled – **To Be Booked**

Definitions:

References: [Tips and Standard Reporting Information](#)